

UCPath Tip Sheet

General:

Bookmark pages to save time. (Upper right corner)

Use the “New Window” link to open multiple pages in UCPath at one time

Many sections have a “View All” in the top right corner. Click to see the entire section.

Use Person Organizational Summary to get the EmpID, Position ID, and Department Code
(PeopleSoft Menu → Workforce Administration → Personal Information → Person Organizational Summary)

Use UC External System IDs to get the UID (PeopleSoft Menu → UC Customizations → UC Extensions → UC External System IDs)

Paypath Actions: (PeopleSoft Menu → UC Customizations → UC Extensions → PayPath Actions)

Set up WOS appointments – pick the appropriate Sal Admin Plan, i.e. T002, on Position screen

Enter the FTE as 0.0

On the Job screen enter the correct Step.

Try to enter UCWOS in the Rate Code, if you get an error just leave it blank

Funding Entry: (PeopleSoft Menu → Set Up HCM → Product Related → Commitment Accounting → UC Customizations → Funding Entry)

For Compensation Plan faculty you should use the Salary Cap/MCOP worksheet. This is required for capped funds, but is very helpful for multiple fund sources also.

OTC – Over the Cap – Capped funding is handled differently from the old FPM program. It is the difference between the % time at the Capped rate and the same % time against the TNS rate.

i.e. TNS of 200,000

10% on Cap fund @ 189,600 = \$1580/mo

10% of 200,000 = \$1666.67mo

OTC = 1666.67-1580 = 86.67/mo

Default Funding lines – You always need to set up an OTC-Yes and OTC-No line. For FTE faculty you also set up a pair of lines (Yes and No) on 19900 beside the pair on Comp Plan.

On the MCOP worksheet there is a Begin Date and End Date. You can enter dollar amount, Percent of Pay (calculated against the TNS rate) or Percent of Effort (calculated against the Cap rate for Capped Funds) for the period that you specify.